

DAILY MENU PRODUCTION RECORD

(1) Date: _____ Name of Sponsor: _____
 Name of Site: _____

(2) Meal Type & Menu	Meal Component	(3) Food Items Used	(4) Unit of Food Used	(5) # Of Units Used
MEAL TYPE: MENU: TOTAL # OF MEALS PREPARED: _____	Meat/Meat Alternate:			
	Vegetable/Fruit:	-----	-----	-----
	Grains/Breads:			
	Milk (8 oz.):			

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Standard SFSP Meal Patterns

	Meat/Meat Alternate	Vegetable/Fruit	Grain/Bread	Milk
Breakfast	(optional)	☉	☉	☉
Lunch & Supper	☉	☉☉ (2 items)	☉	☉
Snack	☉☉ (2 of the 4 components)			

Daily Menu Production Worksheet Instructions

(This prototype worksheet is not a federal SFSP requirement. However, the State administering agency may require its use by sponsors preparing meals on-site or at a central kitchen.)

Item Number

1. Enter the calendar date showing month, day, and year, name of sponsor, and site.
2. Enter all menu items served on this date for the appropriate meal service.
3. Enter the name of each food used to meet meal or snack requirements. For a menu item like beef pot pie, the foods that meet the meal requirements at lunch or supper could be: beef cubes would meet the meat/meat/alternate requirement; potatoes and carrots in the pie would meet part of the fruit/vegetable requirement; the pie crust would meet part or all of the grain/bread requirement.
4. Enter quantity of each ingredient or food item used to meet the meal requirements. Use weights, measures or number, (e.g., stew beef, 10 lbs; potatoes, 3 lbs; etc.)
5. Enter the portion or serving size of each menu item served (e.g., 5 oz. pie; ½ cup juice). Serving sizes can be shown in measures (such as cup measures, scoop size, ladle size), weight, or number (such as medium apple).

